Storm Water CGP eNOI Modification
Step-by-Step Guide

The Construction General Permit (CGP) Notice of Intent (NOI) Modification form can now be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

CGP eNOI Modification

1	Go to the Division of Water's Wastewater Discharge Authorization home page at: http://www.dec.state.ak.us/water/wwdp/index.htm Select the **Stormwater** link under **Program Links**.	
2	The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees. When you are ready to begin the online eNOI application process, click on the **APDES eNOI** link under **Permits/Approvals**.	

3	On the next page, click the **Complete APDES eNOI** *Online* button. Storm Water eNOI System FAQs are available at: http://dec.alaska.gov/water/wnpspc/pdfs/eNOIFAQs.pdf	
4	From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button. TIP: OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **"myAlaska"** box at the bottom of the page.	

| 5 | After successfully logging to myAlaska, you will arrive at the Water Online Application system.

Select the "**Storm Water**" tab then select the "**Storm Water Construction General Permit eNOI Modification**" from the available categories. | |
|---|---|---|
| 6 | A series of steps will take you through the application, asking for information pertinent to your project.
Fill out the information on these pages as completely and thoroughly as possible.

TIP:
The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:
Any question with a red star (*) next to it is required and must be completed before the current step can be completed. |

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T I P

When you have finished a step, you can go to the next step by selecting the "**Save & Continue**" button at the bottom of the page.

TIP:

At any time, you can logout and your information will be saved. **NOTE:** Changes made in the current step are not saved until you hit **"Save & Continue"**.

T I P

At any time, you can also select the **"Overview"** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information from all steps and to edit previously entered information.

NOTE: Remember, changes to the current page are not saved until you hit **"Save & Continue"**. Any changes made prior to clicking **"Overview"** will be lost.

T I P

If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov.

Please include the tracking number for the application needing to be voided.

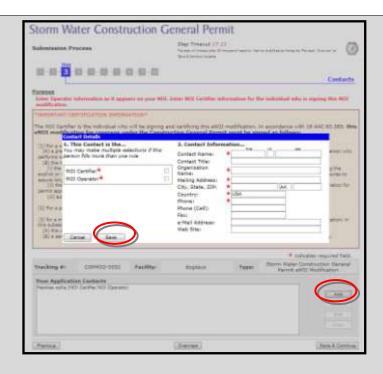| 7	**Step 1** of the application submission process details the conditions for when a modification to your current Notice of Intent (NOI) is appropriate versus when your current NOI should be terminated and a new NOI should be submitted. After reading thoroughly and verifying that a NOI Modification is appropriate for you specific situation, click **"Save & Continue"** to continue to the next step.	
8	**Step 2** of the application submission process requires you fill in the corresponding answers from your current NOI. **NOTE: Complete this section exactly as stated on your current NOI form.** All questions must be answered, then click **"Save & Continue"** to continue to the next step.	

9
   Step 3 of the application submission process collects contact information for the "**NOI Certifier***" and "**NOI Operator***". Click "**Add**"; enter the NOI Operator information exactly as it appears on your previous NOI. **Enter the NOI Certifier information for the person who will be signing this NOI Modification.**

Note: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

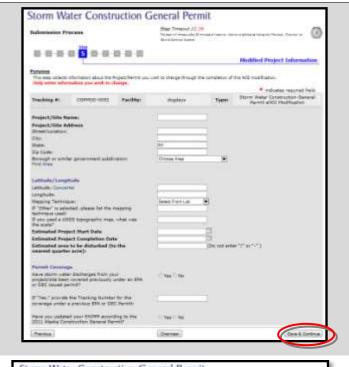Complete both contacts. Click "**Save",** then click **"Save & Continue"** to continue to the next step.

10
   Step 4 of the application submission process **may be ignored as there is** *no fee* **to modify a CGP NOI.**

Click **"Save & Continue"** to continue to the next step.

11 **Step 5** of the application submission process allows you to modify the **project information** from the previous NOI

Enter only the information you would like altered then click **"Save & Continue"** to continue to the next step.

12 **Step 6** of the application submission process allows you to modify any **SWPPP information** from the previous NOI

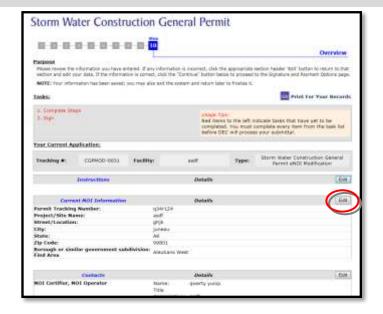Enter only the information you would like altered then click **"Save & Continue"** to continue to the next step.

13 **Step 7** of the submission process allows to you modify your **Operator contact**, **Billing Contact**, or **SWPPP Contact** necessary from the previous NOI.

Enter only the information you would like altered then click **"Save & Continue"** to continue to the next step.

14 **Step 8** of the submission process allows you to modify **discharge information** from the previous NOI

Enter only the information you would like altered then click **"Save & Continue"** to continue to the next step.

15 **Step 9** of the submission process allows you to modify **treatment chemical information** from the previous NOI

Enter only the information you would like altered then click **"Save & Continue"** to continue to the next step.

16 **Step 10** of the submission process is the **Application Overview**. It gives you an opportunity to review and edit the information that you have entered so far.
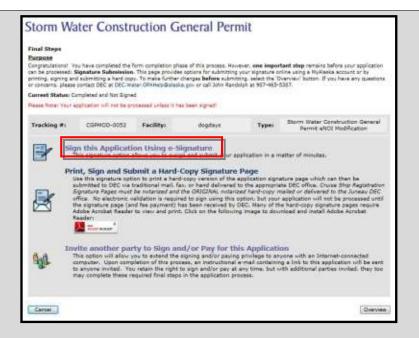
To change any information in a section, select the **Edit** button that corresponds to that section. Click **"Continue"** to continue to the next step.

17 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select **"Sign this Application Using e-Signature"**.

NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.
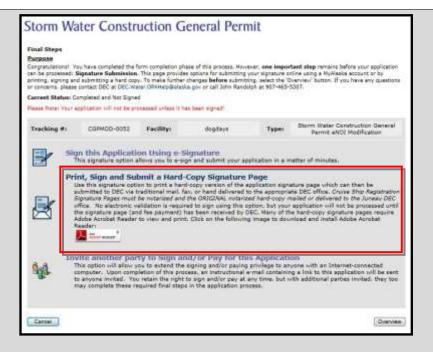
18 Carefully read the information and signature agreement on this page, check the box if you **agree** with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the **"E-Sign"** button.
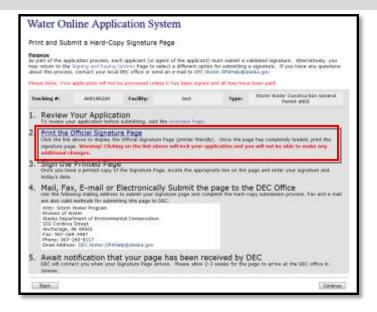
19 To print a hard-copy signature page, select **"Print, Sign and Submit a Hard-Copy Signature Page"**.
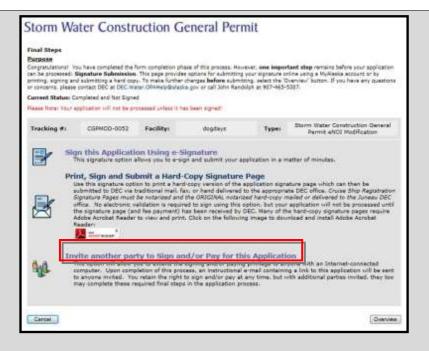
WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

20 Carefully read the steps to submitting your application on this page. Click the **"Print the Official Signature Page"** link to access your printable signature page.

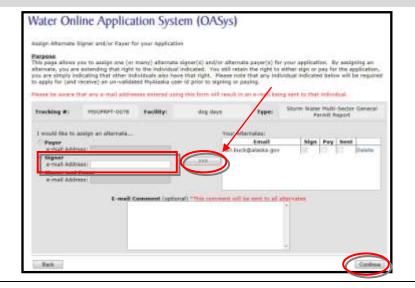| 21 | If you require another party to sign for your application, select the "**Invite another party to Sign and/or Pay for this Application**" and proceed to the next step of this guide. | |

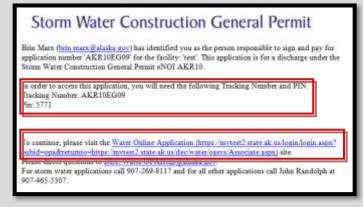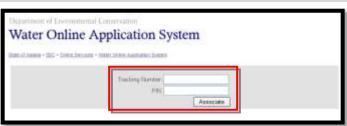| 22 | Select the **Signer** option, then enter the email of your alternative signer into the box and click the `>>>` button to add that contact to the e-mail list.

TIP:
You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the `>>>` button after each contact.

Click the "**Continue**" button and an email will be sent to each of your invited alternates. | |

23	An instructional email containing a link to this application is sent to each alternate signer allowing them to complete the final steps in the application process. **NOTE:** The alternate signer *must* have a validated myAlaska account.	
24	After clicking on the **link** provided in the email, the alternate signer will login to OASys and enter the Tracking Number and PIN which are also provided in the email. Click "**Associate**", when complete.	
25	Alternate signer will be taken to the **"Overview"** page. They will only have the option to sign the application by clicking "**Sign**".	

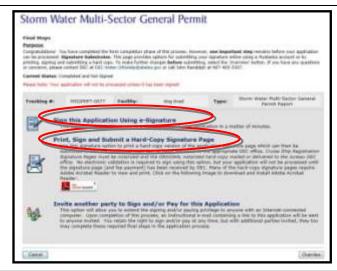| 28	Alternate signer will be taken to the **"Final Steps"** page. They will have the options to:
	
	   • **Sign using an e-Signature**
	     OR
	   • **Print, sign and submit a hard-copy signature page**	

29	After the application has been signed, you will receive an email certifying that your application was signed and another email saying your application was successfully submitted. **NOTE:** If you submitted a hard-copy signature page, it may take a few days to process.	

For assistance, please call:

Teri Buck at 907-269-8117, or

John Randolph at 907-465-5307